

## EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNALL 10/14

**NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.**

**OPEN TO:** All Interested Candidates

**POSITION:** English Language Instructor, FSN-07; FP-07\*

**OPENING DATE:** April 12, 2010

**CLOSING DATE:** April 26, 2010

**WORK HOURS:** Full-time; 40 hours/per week

**ANNUAL SALARY:** US\$37,351 (Starting Salary) - applicable to USEFMs.  
US\$34,324 (Starting Salary) - applicable to EFMs and MOHs  
(\*Position Grade: FP-07 will be confirmed by Washington)

\*Ordinarily Resident: US\$34,304 (Starting Salary)  
(Position Grade: FSN-07 Exception Rate Range)

Actual filling of the position is contingent upon the availability of funds

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the Language Instructor position in its Human Resources Office (HRO).

### BASIC FUNCTION OF THE POSITION

Incumbent of this position will be responsible for administering, maintaining and improving the Mission wide English language program for Vietnamese employees. The incumbent will schedule classes, prepare lesson content, purchase/evaluate all training materials to include text and audio visual media and evaluate students' progress via tests and in-class evaluations. The incumbent will also be tasked with preparing, testing and participating in the evaluation of current and perspective Vietnamese employment candidates to ensure that their English proficiency level matches State Department Computer Aided Job Evaluation (CAJE) and Position Description criterion.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office Hanoi. Please contact the Human Resources Officer at 3850-5000, X5134 for questions.

### QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University Degree in Arts, Sciences, Education or Administration is required.
2. Must be a native English speaker.
3. Two years teaching experience is required.
4. Must understand how to apply the current pedagogic strategies used to train adult English language learners.

5. Understanding of the Vietnamese culture and strong interpersonal skills in order to interact effectively with Vietnamese Nationals is required.
6. Level 4 (Fluent) Speaking/Reading/Writing English is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold the required security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](http://vietnam.usembassy.gov/job_opportunities.html#appforms) or paper copies are available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **SUBMIT APPLICATION TO**

Human Resources Officer  
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

## **POINT OF CONTACT**

Human Resources Office  
U.S. Embassy Hanoi

## DEFINITIONS

1. U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
  - U.S. citizen; and
  - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
  - Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
    1. Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
    2. Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse or domestic partner as defined in 3 FAM 1610 when dependent upon and normally residing with the guardian or custodial party;
  - Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner as defined in 3 FAM 1610, 3 FAH-1 H-2423(c), 3 FAH-1 H-2425.5(2).
  - Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse or domestic partner as defined in 3 FAM 1610, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
  - Spouse or same-sex domestic partner as defined in 3 FAM 1610.
3. Member of Household (MOH) – An individual who accompanies or join a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:
  - Not an EFM; and
  - Not on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of the sponsoring employee; and
  - Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.A MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host-country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: APRIL 26, 2010**

(All applications must be received by the closing date to receive consideration)

**AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: HRO: Williette Gooding  
Drafted by: HRA: Tu Ngo